

Forward Plan – Items

To put an item on the Forward Plan please complete the below pro-forma and return to Peter Bell – Governance Officer – Democratic Services.

<p><u>Description of matter / decision required:</u></p> <p>Report title.</p>	<p>Procurement Plan / Higher Value Contract</p>
<p><u>Key Decision or not:</u></p> <p>A Key Decision is a decision which is deemed likely to:-</p> <p>a. to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates (£500,000); or</p> <p>b. to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough; or</p> <p>c. in some circumstances where it is likely to have a significant impact on communities in one ward, unless it is considered impracticable to do so.</p>	<p>YES</p>
<p><u>Portfolio Leader:</u></p> <p>Identify the relevant 'lead' Cabinet Portfolio responsible for the subject matter.</p>	<p>Leader of the Council</p>
<p><u>Additional Portfolio Leader/s:</u></p> <p>Identify any additional portfolio leader(s) whose remit is directly affected by the matter.</p>	<p>The Cabinet Member for Community Services, Environment and Culture</p>
<p><u>Date report signed off with Portfolio Leader(s)</u></p> <p>The report must be signed off by the portfolio leader(s) before the Leader Briefing meeting for the relevant Cabinet meeting. Please add date when final report is signed off by portfolio leader(s).</p>	
<p><u>Further Description Details:</u></p> <p>Short summary explaining the background to the matter and what the purpose of the decision is; i.e. why a decision is necessary.</p>	<p>The report seeks approval from Cabinet for the procurement of a high value contract</p>
<p><u>Decision-Taker:</u></p> <p>Named the Committee or Officer or Joint</p>	<p>Cabinet</p>

Arrangement	
<u>Date of Decision:</u> Month and Year	November 2024
<u>Responsible Officer:</u> Identify the title of the relevant Director within the Council who has ultimate responsibility for the matter.	Director of Corporate Services
<u>Council Date:</u> For Council decisions only - month and year	n/a
<u>Principal Consultees:</u> Identify any persons, body or group, internal or external of the Council, that are to be invited to submit their views on the matter during a consultation process prior to the decision being made.	Cabinet
<u>Method of Consultation:</u> Indicate how consultation will be undertaken relating to the issue / decision i.e. meetings, questionnaire, statutory notice, distribution of consultation papers, general correspondence.	Meetings and email
<u>How interested persons may submit representations to decision-taker and end date for representations:</u> Only include the email address of the relevant officer. The final date for comments should reflect any statutory / planned public consultation.	Ged.morton@stockton.gov.uk
<u>Report and back-ground papers submitted to decision-taker for consideration:</u> Background papers do not include any exempt or confidential information or any already published information.	None
<u>Any Notes / Comments:</u> Is a Community Impact Assessment CIA required – YES or NO – If clarification is needed contact Business Support and Information Team	No

<p>Also insert any additional helpful information about the item; e.g. if there are two meetings of Cabinet in one calendar month identify a specific date.</p>	
<p><u>Create CMT Work Programme Issue:</u></p> <p>All Cabinet items should firstly be reported to the CMT for discussion at their fortnightly agenda meetings. Dates of CMT meetings can obtained from Peter Bell. Democratic Services will add the item to the CMT Work Programme.</p>	<p>yes</p>
<p><u>Briefing Information:</u></p> <p>For the purpose of providing the Managing Director with an insight into the item to the extent that it will allow the Group Leaders to be advised of the main issues at his monthly Group Leader meetings.</p>	<p>Approval of expenditure for the following contract:</p> <p>Contract Hire of 3 x 12ton Sweepers</p>